



JOB AID

Schedule of Classes: Add/Update Course Section

2/2/2021





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Schedule of Classes: Add/Update Course Section

New classes can be scheduled for courses that have been added to the Course Catalog and are in “active” status. If you always navigate to Schedule New Course, you will be able to add a new class to the term, update an existing class that has already been scheduled in the term, or delete a class section.

Add/Update Course Section

Navigation: Navigator > Curriculum Management > Schedule of Classes > Schedule New Course

Schedule New Course

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Academic Institution:

*Term:

*Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
MSU55	2218	WRA	101	Undergrad	(blank)	Writing as Inquiry	125835	1

Find Course

1. Enter the following **Search Criteria** for the class you would like to edit:

- **Academic Institution:** MSU55
- **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.



Term	Description	Short Description
9999	End Term - Srvc Indicator Use	End Term
2262	Spring 2026	SS26
2258	Fall 2025	FS25
2255	Summer 2025	US25
2252	Spring 2025	SS25
2248	Fall 2024	FS24
2245	Summer 2024	US24
2242	Spring 2024	SS24
2238	Fall 2023	FS23
2235	Summer 2023	US23
2232	Spring 2023	SS23
2228	Fall 2022	FS22
2225	Summer 2022	US22
2222	Spring 2022	SS22
2218	Fall 2021	FS21
2215	Summer 2021	US21
2212	Spring 2021	SS21

- **Subject Area:** Enter if known or click the look-up button and select from the list.
- **Catalog Number:** Enter the course number.

2. Click the **Search** button. Select the course from the Search Results list.

Add/Update Basic Data (Class Type, Associated Courses, Class Attributes)

The Schedule New Course page will open with the **Basic Data** tab showing.

The screenshot shows the 'Schedule New Course' page with the 'Basic Data' tab selected. The page header includes navigation icons and the text 'Schedule New Course'. Below the header, there are tabs for 'Basic Data', 'Meetings', 'Enrollment Control', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. The 'Basic Data' tab is active and contains the following information:

- Course ID: 125835, Course Offering Nbr: 1
- Academic Institution: Michigan State University
- Term: Fall Semester 2024, Undergrad
- Subject Area: WRA, Writing, Rhet & Amer Cultures
- Catalog Nbr: 101, Writing as Inquiry
- Buttons: 'Auto Create Component' and 'Add Fee'
- Class Sections: Includes fields for *Session (1), *Class Section (001), *Component (LEC), *Class Type (Enrollment Section), *Associated Class (1), *Campus (MAIN), *Location (ELANSING), Course Administrator, *Academic Organization (10004054), Academic Group (CAL), *Holiday Schedule (MSU), *Instruction Mode (P), and Primary Instr Section (001).
- Class Topic: Includes Course Topic ID and a checkbox for 'Print Topic in Schedule'.
- Equivalent Course Group: Includes Course Equivalent Course Group and a checkbox for 'Override Equivalent Course'.
- Class Attributes: Includes a table with columns for *Course Attribute, Description, *Course Attribute Value, and Description.

At the bottom of the page, there are buttons for 'Save', 'Return to Search', and 'Notify', along with a footer containing navigation links.

The header at the top of the page will contain course details, including:

- Course ID



- Offer Number: Identifies which Department or Academic Organization owns this course
- Subject Area
- Catalog Number

Note: Because this is the first section we are adding for the term, the Class Sections is displaying page **1 of 1**. If there are already class sections for this course, the display will indicate *1 of 2*, or *1 of 5*, etc.

If more than one class section exists, you must click the **[+] Add a New Row** button before entering details for a new class section.

3. Complete **Class Section** details as follows:

- Session:** Defaults to Regular (“1”). When you click out of the field, the **Start/End Date** values will auto-populate.
- Class Section:** Enter 4-character alphanumeric field that should be unique for each section of the same course.
- Component:** This field defaults from the component defined on the course.
Note: When scheduling a multi-component class, you must schedule and save the primary component first before attempting to schedule any additional components.
- Class Type:** Defaults to **Enrollment Section**. If this is a multi-component class:
 - For the primary component, the class type should be *Enrollment Section*
 - For secondary components of a multi-component course (such as lab or recitation), the class type should be *Non-Enroll*.
- Associated Class:** The system auto-populates this value.
- Campus:** Will default to MAIN.
- Location:** Will default to ELANSING. Change the location if the class is being offered in a different location.



- h. **Course Administrator:** Leave blank; MSU is not using this functionality currently.
- i. **Instruction Mode:** Will default to P (“in person”). Other options include:
 - i. **Hybrid**
 - ii. **Online**
- j. **Primary Instr Section:** Defaults to the same value inserted in the Class Section field.

Class Sections Find | View All First 1 of 1 Last

*Session 1 Regular Academic Session Class Nbr 0

*Class Section 001 *Start/End Date 08/28/2024 12/13/2024

*Component LEC Lecture Event ID

*Class Type Enrollment Section

*Associated Class 1

*Campus MAIN Main Add Fee

*Location ELANSING East Lansing

Course Administrator

*Academic Organization 10004054 Writing Rhetoric Amer Culture

Academic Group CAL College of Arts and Letters

*Holiday Schedule MSU MSU Grad Prof Schedule

*Instruction Mode P In Person

Primary Instr Section 001

Associated Class Attributes

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required

Generate Class Mtg Attendance

Sync Attendance with Class Mtg

GL Interface Required

Note: All other values (*Schedule Print, Student Specific Permissions, etc.*) will default based on the data already entered in the Course Catalog.

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description

- k. **Course Topic ID:** Leave blank. MSU is not using this functionality currently.
- l. **Equivalent Course Group:** Defaults from the Course Catalog. Changes should not occur in this section. All changes should occur at the course level.

Class Attributes: Will be used to identify specific characteristics regarding the course and make the attribute searchable in the public class search.

Colleges and Departments will be responsible for adding class attributes by clicking the **Course Attribute Look-up button** and selecting the appropriate attribute.

For example, if this course satisfies the requirement for Tier II Writing, adding the *TR2 Tier II Writing* attribute will bring up this course when a student is searching for courses that meet that specific requirement.



Course Attribute Description	
ARR	Arranged Hours
CURR	Curriculum Management
DIV	University Diversity
ENTR	Entrepreneurship & Innovation
HON	Honors
OFF	Off Campus Locations
REM	Remedial-Developmental Prep
SPC	Special Enrollment Courses
TR2	Tier II Writing
TRAN	Transfer General Credit

4. Click the **Save** button at the bottom of the page. This will officially create this class for the term.



Next, we will assign a meeting pattern.

Add/Update Meeting Pattern (Days, Times and Instructors)

5. Click the **Meetings** tab.

Basic Data **Meetings** Enrollment Control Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID 125835 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2024 Undergrad
Subject Area WRA Writing, Rhet & Amer Cultures
Catalog Nbr 101 Writing as Inquiry

Class Sections Find | View All First 1 of 1 Last
Session 1 Regular Academic Session Class Nbr 0
Class Section 001 Component Lecture Event ID
Associated Class 1

Meeting Pattern Find | View All First 1 of 1 Last
Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last
Assignment Workload
ID Name *Instructor Role Print Access Contact
Lookup Faculty Member

Room Characteristics Personalize | Find | View All | First 1 of 1 Last
*Room Characteristic Description *Quantity
1

Academic Shift Personalize | Find | View All | First 1 of 1 Last
Academic Shift Description

Save Return to Search Notify

6. Enter **Meeting Pattern** details as follows:

- Facility ID:** Click the look-up button and select a location from the list (e.g., *Akers Hall 141*)



Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Facility ID	Building	Room	Description	Facility Type
AGH404	0022	404	Agriculture Hall 404	ClsLbPriv
AGH410	0022	410	Agriculture Hall 410	Study Room
AGH48	0022	48	Agriculture Hall 48	Cls Tech E
AGH49	0022	49	Agriculture Hall 49	Cls Tech E
AGH50	0022	50	Agriculture Hall 50	Office
AGH65	0022	65	Agriculture Hall 65	Office
AGH8	0022	8	Agriculture Hall 8	Cls Tech E
AKR133	0326	133	Akers Hall 133	Cls Tech E
AKR134	0326	134	Akers Hall 134	Cls Tech E
AKR135	0326	135	Akers Hall 135	Cls Tech E
AKR136	0326	136	Akers Hall 136	Cls Tech E
AKR137	0326	137	Akers Hall 137	Cls Tech E
AKR138	0326	138	Akers Hall 138	Cls Tech E
AKR139	0326	139	Akers Hall 139	Cls Tech E
AKR140	0326	140	Akers Hall 140	Cls Tech E
AKR141	0326	141	Akers Hall 141	ClsLbComp
ANH1100	0132	1100	Anthony Hall 1100	Class Lab
ANH1135	0132	1135	Anthony Hall 1135	Classroom
ANH1210	0132	1210	Anthony Hall 1210	ClsLbComp
ANH1222	0132	1222	Anthony Hall 1222	Classroom
ANH1235	0132	1235	Anthony Hall 1235	Cls Tech E
ANH1255	0132	1255	Anthony Hall 1255	Cls Tech E
ANH1257	0132	1257	Anthony Hall 1257	Cls Tech E
ANH1260	0132	1260	Anthony Hall 1260	Cls Tech E

Note: Room assignments made in CS will not be able to check conflicts or indicate if the selected room is unavailable.

- b. **Pat:** To use a standard meeting pattern, click the look-up button and select a meeting pattern from the list (e.g., *0006 MWF 50 min*)

View 100 First 1-47 of 47 Last

Standard Meeting Pattern	Description
0001	MTWRF 50 min
0002	MTWR 50 min
0003	MTWF 50 min
0004	MTRF 50 min
0005	MWR 50 min
0006	MWF 50 min
0007	MW 50 min
0008	MF 50 min
0009	M 50 min
0010	TR 50 min
0011	T 50 min
0012	WF 50 min
0013	W 50 min
0014	R 50 min
0015	F 50 min
0016	MW 80 min
0017	M 80 min
0018	TR 80 min
0019	T 80 min

Once you select a Meeting Pattern, the system will automatically populate the meeting days (e.g., *MWF*)

Meeting Pattern

Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
AKR141	32	0006			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/28/2024 - 12/13/2024

AKERS HALL 141

Topic ID

Free Format Topic

Print Topic On Transcript

Contact Hours



- c. **Mtg Start:** Enter start time (e.g., 8:00AM).
Pressing tab here will auto-populate Mtg End time based on the meeting pattern selected.
- d. **Mtg End:** Will auto-populate based on the Mtg Start (e.g., Mtg End 8:50AM for a 50 min meeting pattern).
Note: When classes meet at different times on different days (e.g., Tuesday 8:00 – 8:50 a.m. and Thursday 8:30 – 9:20 a.m.), two or more meeting patterns need to be created. To do this, add an additional row by clicking the **[+] Add a New Row button** in the upper right of the **Meeting Pattern** section.
- e. **Start/End Date:** Will auto-populate based on the Term for the course.
Note: If the **Start/End Date** need to be changed, you must first change it on the **Basic Data** tab, before making changes on the **Meetings** tab
- f. **Topic ID:** Leave blank. This field may be used in the future for Study Abroad classes.
- g. **Free Format Topic:** Leave blank.
- h. **Print Topic on Transcript:** Leave unchecked.

7. Instructors for Meeting Pattern:

The screenshot shows the 'Instructors For Meeting Pattern' interface. It includes a toolbar with 'Personalize', 'Find', 'View All', and navigation buttons. Below the toolbar is a table with columns: ID, Name, *Instructor Role, Print, Access, and Contact. The 'ID' column has a 'Lookup' button highlighted with a red box. The 'Instructor Role' dropdown is set to 'Faculty Member'.

- a. **ID:** Click the **Lookup** button. The Instructor Lookup page will open.

The screenshot shows the 'Instructor Lookup' page. It has input fields for ID, Campus ID, Last Name (with 'LON' entered), and First Name. A 'Search' button is highlighted with a red box. Below the search fields is a table with columns: Select, ID, Campus ID, Name, Job Title, Org Code, Org Name, First Name, and Last Name. The first row is selected, and the 'OK' button is highlighted with a red box.

- i. Enter search criteria (Campus ID, Last Name, etc.)
 - ii. Click the **Search** button.
 - iii. Select the **Checkbox** for the Instructor
 - iv. Click **OK**
- b. **Instructor Role:** Click the drop-down and select from the following:



ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>	<input type="text"/>	Faculty Member	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

- i. Faculty Member (Default)
- ii. Graduate Assistant
- iii. Undergrad Teaching Assistant
- iv. Volunteer

c. **Print:** Check the box if the Instructor Name should be printed in the class schedule.

Note: Graduate Assistant and Undergraduate Assistant designations will not show in the Class Schedule.

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>	<input type="text"/>	Faculty Member	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

d. **Access:** Leave blank as this functionality is not currently being used.

Next, we will define enrollment parameters for the course.

Add/Update Enrollment Parameters (Room, Enrollment and Waitlist Capacity)

8. Click the **Enrollment Control** tab and complete the following:

Course ID 125835 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2020 Undergrad
Subject Area WRA Writing, Rhet & Amer Cultures
Catalog Nbr 101 Writing as Inquiry

Enrollment Control Find | View 100 First 15 of 137 Last

Session 1 Regular Academic Session Class Nbr 30559
Class Section 015 Component Lecture Event ID
Associated Class 15 Units 4.00

Class Status: Active

Class Type Enrollment Enrollment Status Open
*Add Consent: No Special Consent Required Requested Room Capacity 50 Total
*Drop Consent: No Special Consent Required Enrollment Capacity 22
1st Auto Enroll Section: Wait List Capacity 0
2nd Auto Enroll Section: Minimum Enrollment Nbr
Resection to Section:
 Auto Enroll from Wait List Cancel if Student Enrolled



- a. **Class Status:** Will default to *Active*. (The class will only display in the class search when the status is *Active*.)

*Class Status: Active
Active
Cancelled Section
Stop Further Enrollment
Tentative Section

The following status values are available:

- **Active:** Section available for enrollment and appears in class search.
- **Cancelled Section:** Cancelling a section will drop all students from the class. Once a class is cancelled, it will not appear in class search.
- **Stop Further Enrollment:** Class remains active but prevents further enrollment. The class is not visible in class search.
- **Tentative Section:** Does not display in class search; does not allow enrollment.

Enrollment Control Find | View 100 First 15 of 137 Last

Session 1 Regular Academic Session Class Nbr 30559
Class Section 015 Component Lecture Event ID
Associated Class 15 Units 4.00

*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Special Consent Required
*Drop Consent: No Special Consent Required

1st Auto Enroll Section:
2nd Auto Enroll Section:
Resection to Section:

Requested Room Capacity: 50 Total
Enrollment Capacity: 22
Wait List Capacity: 0
Minimum Enrollment Nbr:

Auto Enroll from Wait List Cancel if Student Enrolled

- b. **Add Consent/Drop Consent:** The default value is *No Special Consent Required*. Students will be able to enroll or drop the class without departmental or instructor consent.

The other options for this field are:

- **Department Consent Required:** student will not be able to enroll or drop the class without permission from the department.
- **Instructor Consent Required:** the student will not be able to enroll or drop the class without permission from the instructor.



Enrollment Control Find | View 100 First 15 of 137 Last

Session 1 Regular Academic Session Class Nbr 30559
Class Section 015 Component Lecture Event ID
Associated Class 15 Units 4.00

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required Requested Room Capacity 50 Total
*Drop Consent No Special Consent Required Enrollment Capacity 22 22
Wait List Capacity 0
Minimum Enrollment Nbr

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

- c. **1st Auto Enroll Section:** Leave blank.
- d. **2nd Auto Enroll Section:** Leave blank.
- e. **Resection to Section:** Leave blank.
- f. **Auto Enroll from Wait List:** MSU will use the waitlist function for all classes. This box will default to checked.
- g. **Cancel if Student Enrolled:** If you wish to cancel a class and students are enrolled, you need to check this box before cancelling the class. Checking this box and then cancelling the class will cause the students to be automatically dropped from the class.

Enrollment Control Find | View 100 First 15 of 137 Last

Session 1 Regular Academic Session Class Nbr 30559
Class Section 015 Component Lecture Event ID
Associated Class 15 Units 4.00

*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required Requested Room Capacity 50 Total
*Drop Consent No Special Consent Required Enrollment Capacity 22 22
Wait List Capacity 0
Minimum Enrollment Nbr

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

- h. **Enrollment Status:** Will update automatically based on the enrollment total compared to the enrollment capacity. Will display either **Open** or **Closed**.
- i. **Requested Room Capacity:** Enter the desired room size.
Note: This is informational only; the system will not enforce this field for enrollment. An audit query will be created in order to check enrollment against the room capacity.
- j. **Enrollment Capacity:** Enter the capacity limit for the class.



- Note:** The system will enforce this limit when students enroll in classes. The enrollment capacity should not exceed the requested room capacity. There will be custom features to enforce the relationship between enrollment capacity and requested room capacity.
- k. **Wait List Capacity:** The wait list capacity will be set to 9999. The wait list function will automatically enroll students on the wait list in numerical order as space becomes available (students from the enrolled section drop themselves) through the add period for each semester.
 - l. **Minimum Enrollment Nbr:** Information only; enter the minimum number of students to be enrolled in the class.

Add/Update Notes for the Section

9. Click the **Notes** tab and complete the following to enter text for the class section:

The screenshot shows the 'Notes' tab selected in the system. The course information is as follows:

- Course ID: 125835
- Course Offering Nbr: 1
- Academic Institution: Michigan State University
- Term: Fall Semester 2021
- Undergrad
- Subject Area: WRA
- Writing, Rhet & Amer Cultures
- Catalog Nbr: 101
- Writing as Inquiry

The class section details are:

- Session 1
- Regular Academic Session
- Class Nbr 0
- Class Section
- Component Lecture
- Event ID
- Associated Class 1
- Units 4.00

The 'Class Notes' section contains the following fields and controls:

- *Sequence Number: 1
- *Print Location: After
- Note Nbr: (empty)
- Copy Note button
- Free Format Text: (empty)
- Clear Note button
- Even if Class Not in Schedule checkbox (unchecked)

Navigation buttons at the bottom include Save, Return to Search, and Notify.

- a. **Sequence Number:** Automatically increments when adding additional notes.
- b. **Print Location:** Defaults to *After* to print the note after the class section information in the catalog. You can change this option to *Before*, if desired.
Note: This applies only if you plan to use the delivered printed schedule report.
- c. **Note Nbr:** Leave blank. MSU does not currently have pre-defined notes.



d. **Free Format Text:** Enter the text for the note.

To add an additional note, click the **[+] Add a Row** button and enter the additional note text into the **Free Form Text** field.

e. **Even if Class Not in Schedule:** Leave checkbox as is.

Find/Delete a Course Section

If you want to delete a specific section of a multi-section course, you can use the **Find** option to navigate directly to the section.

The screenshot displays the 'Basic Data' tab of a course section in the Student Information System. The course ID is 125835, and the offering number is 1. The subject area is WRA (Writing, Rhet & Amer Cultures) and the catalog number is 101. The class is an 'Enrollment Section' (LEC) with 4.00 units, located at East Lansing (ELANSING) on the Main campus. The class number is 30709, and the start/end dates are 09/02/2020 to 12/18/2020. The current view is 'Section 1 of 137', and the 'Find' button is highlighted with a red box. Other visible options include 'Auto Create Component', 'Add Fee', 'Schedule Print', 'Student Specific Permissions', 'Dynamic Date Calc Required', 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg', and 'GL Interface Required'. The 'Class Attributes' section is also visible at the bottom.

In this screenshot above, if you are viewing **Section 1 of 137**, and wish to navigate to **Section 50:**

10. Click **Find**. A dialog box will open for you to enter the section number you wish to advance to.



sis.qual.itservices.msu.edu says
Enter search string:
50
OK Cancel

11. Type the section number (e.g., 50) and click **OK**. The designated section will display.

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 125835 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2020 Undergrad
Subject Area WRA Writing, Rhet & Amer Cultures
Catalog Nbr 101 Writing as Inquiry

Auto Create Component

Class Sections Find | View 100 First 50 of 137 Last

*Session 1 Regular Academic Session Class Nbr 30758
*Class Section 050 *Start/End Date 09/02/2020 12/18/2020
*Component LEC Lecture Event ID
*Class Type Enrollment Section
*Associated Class 50 Units 4.00 Associated Class Attributes
*Campus MAIN Main Add Fee
*Location ELANSING East Lansing
Course Administrator
*Academic Organization 10004054 Writing Rhetoric Amer Culture
Academic Group CAL College of Arts and Letters
*Holiday Schedule MSU MSU Common Schedule
*Instruction Mode OL Online
Primary Instr Section 050

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic
Course Topic ID Print Topic in Schedule

Equivalent Course Group
Course Equivalent Course Group Override Equivalent Course
Class Equivalent Course Group

Class Attributes Personalize | Find | View All | First 1 of 1 Last

*Course Attribute	Description	*Course Attribute Value	Description
-------------------	-------------	-------------------------	-------------

Save Return to Search Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

12. Make any necessary changes to the section or delete the section entirely by clicking the **[-] Delete Row** button.



13. Click **Save**.

Note: If you delete all sections, and there are no sections attached to a course, then the course will not show up in the Course Catalog for students to register.